

POLICE CRIME SCENE SUPERVISOR

DISTINGUISHING FEATURES

The fundamental reason the Crime Scene Supervisor exists is to supervise and provide support in the investigations of crime scenes. This classification performs responsibilities under general direction from the Police Crime Laboratory Manager.

ESSENTIAL FUNCTIONS

Supervises the work of the Crime Scene Specialists providing training, coaching and counseling. Resolves problems, streamlines work, and makes changes to procedures when necessary. Monitors the work of staff and prepares employee evaluations.

Prepares duty schedules and rosters; and develops training materials and arranges for in-service training programs.

Participates in the investigation of all types of crime scenes. Collects and preserves physical evidence such as body fluids, hair and fibers, weapons and other materials in sometimes stressful and unpleasant environments.

Prepares and utilizes various chemicals, powders and compounds utilized in a photographic and forensic laboratory.

Photographs crime scenes and evidence as well as postmortem examinations, dusts for and completes lifts for fingerprints, casts shoe impressions, and other evidence preserving techniques as required.

Prepares written crime scene reports both handwritten and by using a computer terminal.

Conducts interviews, both in person and over the phone with victims, detectives, and the public to gain relevant information. May testify in court.

Maintain regular consistent attendance and punctuality.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Standard fingerprinting techniques including, development, transfer and classification of latent prints, including chemical processes and hazards.

Considerable knowledge of the principles and techniques of black and white and color photography including camera operation under all lighting conditions, films, materials, processing, enlarging and printing.

Considerable knowledge of the methods and procedures of physical evidence collection, processing and preservation.

Supervision and the conduct of training programs.

Safety hazards and procedures.

Evidence record keeping requirements and methods.

Court procedures regarding providing expert testimony on fingerprints and photography.

Mechanical, optical, and electronic equipment routine maintenance and minor repair.

Ability to:

Handle a variety of assignments often under stressful conditions.

To work outdoors for extended periods of time in all types of weather conditions

Operate a compute terminal, two-way radio, and MDT; bend, stoop and lift objects to perform tasks.

Obtain a valid AZ Driver's license with no major driving citations within the past 39 months

Work rotating shifts including nights, weekends and holidays.

Acquire and apply standard and new techniques for the development, processing and preservation of latent fingerprints and physical evidence.

Prepare clear and concise oral and written reports and communications and to maintain accurate records of work activities.

Present accurate and professional expert testimony in court.

Establish and maintain effective working relationships with associate personnel, Federal, State, and Regional law enforcement agency personnel, court personnel, and the public.

Education & Experience

Requires a minimum of three years experience working in a police environment, with one year working in Crime Scene processing. One year in a supervisory capacity is required. College coursework in criminal justice or a related field is highly desirable. Certification as a Crime Scene Technician is preferred. Must have the ability to obtain Crime Scene Analyst Certification through I.A.I. within two years of hire.

FLSA Status: Exempt

HR Ordinance Status: Unclassified